

# VACANCY ANNOUNCEMENT

## United States District Court Southern District of New York

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### CHIEF PRETRIAL SERVICES OFFICER

The Chief Pretrial Services Officer manages the federal pretrial services agency in the Southern District of New York. The office has a staff of 30 professional and 11 clerical employees. In 2001, the Pretrial Services Agency conducted 2,052 bail interviews and reports and had a supervision caseload of 1,057. The agency has its headquarters in Manhattan and a fully staffed office in White Plains. The U.S. District Court for the Southern District of New York serves eight counties with 28 authorized active judges, 20 senior judges, 14 full-time magistrate judges and one part-time magistrate judge.

**Duties and Responsibilities:** Serves as the Chief Administrative Officer of the Pretrial Services Agency under the Court's Committee on Criminal Law and Probation Administration. Duties include but are not limited to supervising the expeditious handling of investigative work; analyzing policies of statutory agencies; supervising staff; preparing budgets; estimating personnel needs; administering in-service training; promoting staff morale; and maintaining relationships with all components of the justice system.

**Qualifications:** Progressively responsible experience including management responsibility in the investigation, supervision, counseling and guidance of offenders in community, correction or pretrial programs is required. Experience in closely allied fields such as social work, psychology, substance abuse treatment may constitute a portion of specialized experience. Specialized experience must be earned after a bachelor's degree has been granted. Graduate study may be substituted for specialized experience.

The position is graded at JSP-17. The rate of basic pay payable to employees at JSP-17 is limited to \$138,200. The salary is contingent on education and experience.

Applications in the form of a letter and resume are to be submitted on or before the close of business on July 31, 2002:

Clifford P. Kirsch  
District Court Executive  
U.S. Courthouse  
500 Pearl Street, Room 820  
New York, NY 10007-1312

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